Using WinZip 7.0 to Compress or Decompress Files/Directories

How To Compress

This job aid will show you how to compress files/directories using the WinZip program. There are many options within the WinZip program. This job aid will step through using the default settings. For more information, use the HELP function within the WinZip program.

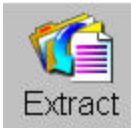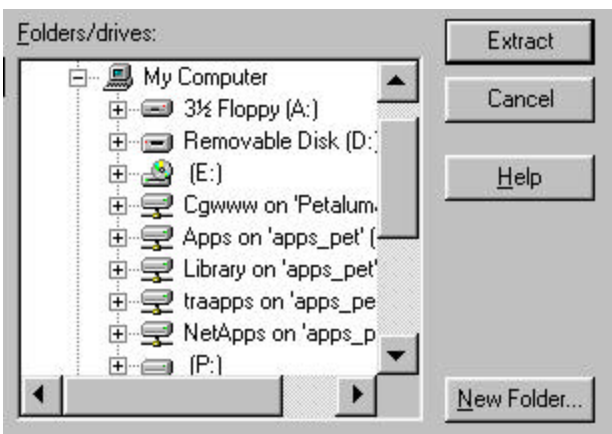| Step	Action
1.	Click on the **START** button.
2.	Trace to Programs, User Tools, then click **WINZIP 7.0.**
3.	Click the **Close** button to close the "Tip of The Day".
4.	Click the **New** tool.
5.	In the New Archive window, use the **Create In** pull down to navigate to the location you wish to keep the zipped files/directory.
6.	In the **File Name** box, type in what you want to name the zipped file. Keep in mind that you can compress multiple files/directories into one zipped file. Choose a descriptive name.
7.	Click the **OK** button.
8.	In the Add window, use the Add From pull-down to **navigate to the files/directories** you wish to compress.
9.	**Highlight the files/directories** you wish to compress, by clicking once on the file or directory name. Hint: Hold down the Ctrl or Shift key to select multiple files/directories.

10.		
	If…	**Then…**
	You are compressing directories…	Click the **Add With Wildcards** button. This will keep the directory and sub-directory structure in tact.
	You are only adding files without directories or subdirectories	Click the **Add** button.

11.	To compress additional files with the same Zip file, click the **ADD** button, and repeat steps 8-10 Note: you can add additional files at any time by opening the Zipped (compressed) file and clicking the Add button.
12.	Close the window.

How Extract (Decompress)

This job aid will show you how to extract files/directories using the WinZip program. There are many options within the WinZip program. This job aid will step through using the default settings. For more information, use the HELP function within the WinZip program.

NOTE: It is possible to view/edit the contents of a zipped file without extracting (decompressing) it using the View button on WinZip's toolbar.

Step	Action
1.	Double-click the **Zipped file** from which you wish to extract files. WinZip will launch.
2.	**Highlight** each file/directory you wish to extract (decompress) by clicking once on it. Hint: Hold down the Ctrl or Shift key to select multiple files/directories.

3.	Click the Extract button.
4.	In the Extract window, use the Folders/drives area to navigate to where you want to extract the files. If necessary, use the New Folder button to create a folder.
	Notice the Extract To destination changes as you navigate:
5.	Click the Extract button. The file(s)/Directory(s) will be extracted (decompressed) to the location you selected.
	Note: Extracting a file will not delete it from the Zip.